



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCROY
GOVERNOR

ANTHONY J. TATA
SECRETARY

October 14, 2013

MEMORANDUM TO External Scoping Meeting Attendees

FROM: Richard W. Hancock, P.E., Manager
Project Development and Environmental Analysis Unit

SUBJECT: External Scoping Meeting for (Project ID/Description)

The Project Development and Environmental Analysis Unit has started the project development, environmental and engineering studies for the subject project. The project is included in the North Carolina Department of Transportation's (Year) 10-Year Plan and is scheduled for right of way in fiscal year (Year) and construction let in fiscal year (Year). An External Scoping Meeting has been scheduled on (Date) and will be held in (Place).

The general purpose of this meeting is to begin early coordination with our agency partners by discussing the known information about the project and project area. There are Project Data Sheets, mapping, and other materials for this meeting in the project file located on Project Store and the PDEA Merger website. Please review this material and be prepared to discuss any additional known information regarding your resource and/or area of expertise as it may concern the project. We would especially appreciate any information you might have that would be helpful in identifying and evaluating important issues or topic that should be considered.

Thank you for your assistance in the project development process. If you have any questions concerning the project or the Project Data Sheets, please contact (Your Name), Project Development Engineer at (Phone Number) or by email at (email address). Please include the TIP Project Number in all correspondence and comments.